

**STATE OF HAWAII**  
**Department of Health**  
**State Laboratories Division**

**APPLICATION FOR CLINICAL LABORATORY DIRECTOR LICENSE**

A license is required in Hawaii to practice as a clinical laboratory director, medical technologist, cytotechnologist, clinical laboratory specialist, and medical laboratory technician, per Hawaii Administrative Rules, Chapter 11-110, "*Clinical Laboratories and Laboratory Personnel*."

An application form to obtain a license along with the following documents must be submitted to the Department of Health State Laboratories Division, Attention: Lab Personnel Licensing, 2725 Waimano Home Road, Pearl City, Hawaii 96782. Processing of approved licenses will take 2-3 weeks, ONCE ALL REQUIRED DOCUMENTS ARE RECEIVED.

For M.D. or D.O. applicants, please submit the following documents with your application:

1. A copy of your license to practice in Hawaii.
2. Verification of certification:

Fill out the top portion of the *Verification of Certification* form (Attachment C) and send it to the agency that certified you.

3. Completed *Department of Health Application for Licensure* form.
4. A money order or cashier's check for the non-refundable application fee of \$25.00 and a separate payment by money order or cashier's check for the new license fee as indicated on the attached table (Attachment D). Checks should be made payable to "State of Hawaii Department of Health."

For Ph.D. or doctoral degree applicants:

1. Official transcripts (sealed and displaying the registrar's seal) from an accredited college or university in one of the chemical, physical, or biological sciences or public health. The transcripts should be sent directly to the State Laboratories Division from the institution. For graduates of foreign colleges or universities, an evaluation of foreign credentials from an approved list of agencies (Attachment A) and a notarized copy of the official transcripts are required.

2. Letter from an employer verifying at least two years of full-time experience in one or more of the clinical laboratory specialties (clinical chemistry, clinical microbiology, hematology, immunology, and immunohematology) in a clinical laboratory. The clinical laboratory must be certified by the U.S. Dept. of Health and Human Services Centers for Medicare and Medicaid Services under the Clinical Laboratory Improvement Amendments of 1988 (CLIA'88).
3. Verification of certification:  
  
Fill out the top portion of the *Verification of Certification* form (Attachment C) and send it to the agency that certified you.
4. Completed *Department of Health Application for Licensure* form.
5. A money order or cashier's check for the non-refundable application fee of \$25.00 and a separate payment by money order or cashier's check for the new license fee as indicated on the attached table (Attachment D). Checks should be made payable to "State of Hawaii Department of Health."

#### Renewal of licenses

Licenses are effective for two years, commencing in 2003. Renewal notices are mailed to individuals holding active licenses three months before the expiration date.

Notify the State Laboratories Division in writing if you have a change of address.

For further information, please call the State Laboratories Division at (808) 453-6653.